

<b>Job Title:</b> Regional Director of Early Childhood Education			
<b>Work Location:</b> 6 N. 5 <sup>th</sup> Street Richmond, VA			
<b>Department:</b> Sprout			
<b>Reports To:</b> Chief Programs Officer			
<b>Work Environment:</b> Traditional Office Environment			
<b>Physical Demands:</b> Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards.			
<b>Pay Grade:</b> 7			
<b>Work Hours</b>	<b>Classification</b>	<b>Staff Supervision</b>	<b>Travel Required</b>
<input checked="" type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes %
<input type="checkbox"/> Part Time	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> No	<input checked="" type="checkbox"/> No

**Position Summary:**

The Regional Director of Early Childhood Education provides strategic leadership and operational oversight for multiple Sprout School locations. This role is responsible for ensuring high-quality, consistent program delivery across sites while supporting Center Directors in achieving excellence in curriculum, compliance, staffing, and family engagement.

The Regional Director partners closely with Sprout School leadership and YWCA Richmond’s Senior Leadership Team to drive program growth, staff development, and organizational impact. This position plays a critical role in scaling systems, strengthening multi-site operations, and ensuring each school reflects Sprout’s mission and standards.

**Role & Responsibilities:**

**Multi-Site Leadership & Operations:**

- Provide direct supervision, coaching, and performance management for Center Directors across multiple locations
- Ensure consistency in program quality, operations, and family experience across all sites
- Develop and implement systems that support scalable, efficient multi-site management
- Serve as a strategic partner in organizational planning, expansion, and program innovation
- Act as a leadership presence across sites, stepping in to support operations as needed

**Curriculum, Instruction & Staff Development:**

- Partner with Center Directors to ensure implementation of high-quality, developmentally appropriate curriculum
- Design and lead regional training initiatives focused on curriculum, classroom management, and child safety

- Oversee onboarding, training, and ongoing professional development systems for teaching staff
- Lead and manage a structured teacher mentoring and coaching program
- Conduct site visits and classroom observations to provide actionable instructional feedback

#### **Enrollment & Family Engagement:**

- Monitor enrollment trends across all sites to ensure full enrollment and balanced classrooms
- Oversee waitlist management and support recruitment strategies for diverse families and funding streams
- Ensure scholarship and subsidy allocations are tracked and fully utilized
- Support Directors in building strong relationships with families and maintaining high retention

#### **Licensing, Compliance & Quality Assurance:**

- Ensure all locations maintain full compliance with state licensing, accreditation, and funding requirements
- Oversee tracking of staff credentials, background checks, and required trainings
- Conduct regular site audits and provide clear, actionable feedback to Directors
- Develop systems to ensure consistent compliance practices across all locations

#### **Program Growth & Strategic Development:**

- Collaborate with Sprout leadership to define program vision, expansion strategy, and implementation timelines
- Support the launch of new sites, including staffing, vendor coordination, and operational setup
- Build and maintain relationships with community partners and stakeholders
- Represent Sprout School and YWCA Richmond at local, state, and national events

#### **Human Resources & Team Development:**

- Partner with HR to forecast staffing needs across all sites
- Support recruitment, hiring, and retention strategies for high-quality staff
- Ensure consistent performance management practices across locations

- Promote a positive, mission-driven culture that supports staff engagement and growth

**Education & Experience:**

- Bachelor's degree in Early Childhood Education, Child Development, Education, or related field (Master's preferred)
- Minimum of 5 years of leadership experience in a licensed childcare center, preschool, or early education setting
- Minimum of 3 years of multi-site management experience strongly preferred
- Demonstrated success in leading teams, managing operations, and ensuring compliance

**Qualifications:**

- Strong, proven leadership experience managing multiple sites or teams
- Deep knowledge of early childhood education best practices (infant through age five)
- Demonstrated ability to coach and develop leaders (Center Directors and Assistant Directors)
- Experience building systems that support consistency and scale across multiple locations
- Strong organizational, communication, and problem-solving skills
- Proficiency in Microsoft Office and ability to learn new systems and technologies
- Commitment to serving mixed-income families and navigating public/private funding models (including Head Start or similar programs)
- Ability to collaborate cross-functionally with HR, Finance, and Advancement teams

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.*

*The YWCA Richmond provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

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Employee Name Printed

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Employee Signature

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Date

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Manager Signature

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Date